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**UNITED STATES DISTRICT COURT  
FOR THE  
MIDDLE DISTRICT OF PENNSYLVANIA**

**Leave Programs:**

1.     **Annual Leave:**  
Full-time employees earn 13 days of annual leave for the first 3 years of service; 20 days of annual leave after 3 years of service; and 26 days after 15 years of service. Annual leave is accrued on a biweekly pay period basis as the Accrual Chart below reflects. Annual leave may be carried over from one leave year to the next and accumulated up to a maximum of 240 hours.
  
2.     **Sick Leave (Family Friendly and FMLA):**  
Full-time employees earn 13 days of sick leave per leave year, accrued on a biweekly basis at 4.0 hours/pay period that an employee is in pay status. Sick leave is accrued without limit and is not affected by length of service.  
  
Note: Annual and sick leave for part-time employees is accrued based on the number of hours an employee is in a pay status.
  
3.     **Holidays:**  
Ten (10) paid Federal Holidays are observed each calendar year (New Year's Day, M.L. King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day).
  
4.     **Military Leave:**  
Full-time employees accrue 15 calendar days of military leave at the beginning of each fiscal year. Part-time employees accrue leave on a pro-rated basis.

<b>Annual Leave Accrual Rate Based on Creditable Service</b>	
<b>Full-Time Employee - Service:</b>	<b>Accrual Rate per Pay Period:</b>
Less than three years	4 hours
Three but less than 15 years	6 hours (10 hours are accrued in the last full pay period of the leave year)
15 or more years	8 hours
<b>Part-Time Employee - Service</b>	<b>Accrual Rate per Pay Period</b>
Less than three years	1 hour for each 20 hours in pay status
Three but less than 15 years	1 hour for each 13 hours in pay status
15 or more years	1 hour for each 10 hours in pay status

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